

Why does my Microsoft Word document look different on other computers?

Microsoft Word Documents sometimes display pages differently than the author intended (there are more pages than there should be, or some text is bumped down to the next page). The problem lies with automatic pagination using printer specific parameters, which are often very different from one computer to the next.

What can I do to prevent this?

Microsoft Word is using your installed printer and it's properties to generate the page layout.

To disable this, open the document, select Options from the Tools menu, and select the Compatibility tab.

Scroll down to the entry "Use printer metrics to lay out document" and be sure that it is not selected. (If you change this, you will need to save the document.)

Click OK.

You should be asked to save this change upon closing the document, or exiting Microsoft Word.

NOTE: This is a property of the document file itself, so this procedure must be used each time a document is displayed or printed improperly.